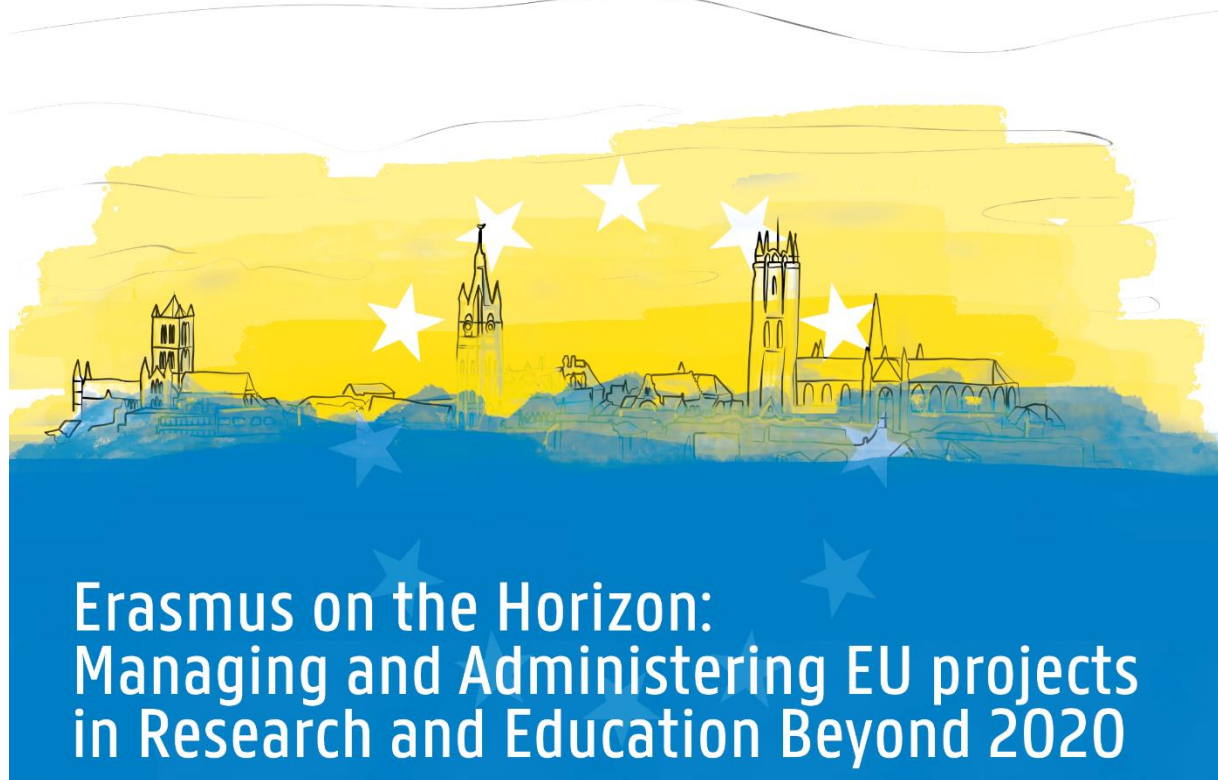


International Staff Training Week at Ghent University



Are you supporting, advising or managing Horizon 2020 or Erasmus+ projects in a university setting, at centralized level? Then you are kindly invited to our international staff training week at Ghent University, Belgium.

Goal: to exchange insights and best practices regarding EU-policy, administering and managing EU-funded research and education projects

Date: Wednesday to Friday 27-29 November 2019

Venue:

Ufo building – Sint-Pietersnieuwstraat 33 and Het Pand – Onderbergen 1 in Ghent

Content:

Through its Erasmus+ and Horizon 2020 programmes, the EU supports international exchanges for students, academic staff and researchers, as well as structured cooperation between higher education institutions and other stakeholders in different countries. Although there are differences between both programmes, there are synergies as well. During this staff week we will look into different aspects of EU-project support at universities and offer an opportunity for networking and sharing best practices.

Target group:

- **Track 1:** policy advisors, research managers and administrators supporting EU-funded research projects (mainly H2020) – **contact person:** [Margo Baele](#) (Tel: +32 9 264 31 06)
- **Track 2:** international relations officers and administrators supporting EU-funded education projects (focus on KA2 and KA3) – **contact person:** [Delfien Cloet](#) (Tel: +32 9 264 70 22)

Apply by submitting this [Google Form](#) **by 15th of September at the latest.**

More information: <http://www.ugent.be/staffweekEUprojects>

Selection of Participants

Places are limited. Ghent University reserves the right to make a selection, based on motivation, profile and expertise of the candidates. Each track can host up to 15 people, with a maximum of 1 person per institution per track. We expect participants to actively contribute in the different sessions.

Each participant is asked to prepare a presentation of 7 minutes max, about a specific approach, tool or platform used in your organisation which is relevant in supporting EU-funded projects. For this, an abstract (max. 2000 characters, including spaces) about the topic of your presentation will be asked in your application. Contact Margo or Delfien in case you have questions about what is expected.

We will inform all applicants about the outcome of their application in the beginning of October.

Practical information

The staff week is free of charge, but participants need to pay for their own travel and subsistence costs, for which they can make use of Erasmus+ grants for staff mobility. Check the [Overnight Stay website](#). Ghent University will provide for all coffee breaks, a welcome dinner and 3 lunches.

Preliminary Programme

Wednesday November 27: track 1 + 2 (Ufo - room Raadzaal)

Timing	Content	Speakers
<i>12:00 – 13:00</i>	<i>Lunch</i>	
13:00 – 13:30	Welcome and introduction for both tracks	Dirk De Craemer – Frederik De Decker
13:30 – 14:00	Tour de table – introduction of all participants	All participants
14:00 – 15:00	European project support services and incentive schemes at Ghent University	Margo Baele – An Van Laeken
<i>15:00 – 15:30</i>	<i>Coffee break</i>	
15:30 – 17:00	Financial project management at Ghent University	Anne-Lore Verplanken - David Vermeersch
<i>19:00 – ...</i>	<i>Informal get together and dinner</i>	

Thursday November 28: separate tracks

Track 1: EU-funded research projects (Ufo, room Raadzaal)

Timing	Content	Speakers
09:00 – 10:00	Open Science in practice	Inge Van Nieuwerburgh
10:00 – 10:30	Presentations by participants	3 participants
<i>10:30 – 11:00</i>	<i>Coffee break</i>	
11:30 – 12:30	Stimulating SSH researchers in Horizon 2020	SSH-advisor Ghent University
<i>12:30 – 14:00</i>	<i>Lunch</i>	
14:00 – 15:00	Presentations by participants	6 participants
15:00 – 15:30	Embedding the European mindset across the university	Margo Baele – Mathijs Vandenbroucke
<i>15:30 – 16:00</i>	<i>Coffee break</i>	
16:00 – 17:00	Presentations by participants	6 participants

Track 2: EU-funded education projects (Het Pand, room Priorzaal)

Timing	Content	Speakers
09:00 – 10:00	The IRO as stimulator/project partner/coordinator: challenges and opportunities	An Van Laeken - Barbara Claeys
10:00 – 10:30	Presentations by participants	3 participants
10:30 – 11:00	<i>Coffee break</i>	
11:00 – 12:00	Rules and regulations: administrative challenges in project implementation	An Van Laeken - Delfien Cloet
12:00 – 12:30	Presentations by participants	3 participants
12:30 – 14:00	<i>Lunch</i>	
14:00 – 15:00	Institutional networks and projects: on the search for added value	Andries Verspeeten
15:00 – 15:30	Presentations by participants	3 participants
15:30 – 16:00	<i>Coffee break</i>	
16:00 – 16:30	Life after a project: dissemination, exploitation, impact	Delfien Cloet - An Van Laeken
16:30 – 17:00	Presentations by participants	3 participants

Friday November 29: track 1 + 2 (Het Pand – room Priorzaal)

Timing	Content	Speakers
08:30 – 09:00	<i>Welcome Coffee</i>	
09:00 – 10:30	Horizon Europe and Erasmus Plus beyond 2020: the quest for synergies	Mathijs Vandenbroucke – Andries Verspeeten
10:30 – 11:00	<i>Coffee break</i>	
11:00 – 12:00	Lessons learned and wrap-up	Delfien Cloet – Margo Baele – all participants
12:00 – 13:00	<i>Closing lunch</i>	